

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Library Assistant II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists with the daily operations of the library. Performs administrative duties including typing, filing, ordering supplies, and assisting with events. Provides customer service to patrons by providing information, promoting general usage of facilities, and operating all library equipment.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs circulation activities by checking materials in and out, reserving material requests, registering new patrons, coordinating interlibrary loans and collecting fees.
2	L	Provides customer service by providing assistance with computers and equipment, searching database for information and resources and recommending reading material.
3	L	Performs administrative duties by preparing statistical reports, ordering supplies, opening mail, distributing library materials, replacing damaged materials, and preparing lost book forms.
4	L	Assists with events by setting up displays and researching and preparing information about authors.
5	L	Assists with the receiving and ordering of new library materials using the on-line computer program by entering and checking the received orders and assisting with the creation of selection lists and purchase orders.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year of experience in library or related customer service work..
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read reports, library applications, journals, periodicals, policies, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports and general correspondence.
Managerial	Managerial responsibilities include planning and implementing special projects and events, writing staff schedules, and directing part-time employees and volunteers.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Reference desk duties, assisting patrons
Sitting	F	Reference desk duties, record keeping
Walking	F	To/from different areas in library, assisting patrons
Lifting	F	Boxes, books, supplies
Carrying	F	Boxes, books, supplies
Pushing/Pulling	O	Book cart
Reaching	O	For books, materials
Handling	F	Books, videos, supplies
Fine Dexterity	F	Typing, writing
Kneeling	O	Retrieving books, shelving
Crouching	O	Retrieving books, shelving
Crawling	R	Retrieving books, shelving
Bending	F	Retrieving books and materials, shelving
Twisting	F	Retrieving books and materials, shelving
Climbing	O	Step stool, stairs
Balancing	O	On step stool and stairs
Vision	C	Computer monitor, reading, observing patrons
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	N	
Other (specify)	N	

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Copy machine, fax machine, calculator, cash register, film strip projector, Microfilm machine, microfiche machine, general office supplies, scanner, printer, computer, standard Microsoft Windows and Office software, Internet, DRA Circulation software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	--
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	W	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2) Public Library

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)